

MENTORING SESSION #17

Name of Protégé _____
Name of Mentor _____
Date of Session _____

“Writing, when properly managed (as you may be sure I think mine is) is but a different name for conversation.”
Laurence Sterns

PROFESSIONAL:

Core area of focus: Staff Development

Subject: Written Communications

Bring to the session: - AFH 33-337, The Tongue and Quill
- Staff Summary Sheet from a previous project
- Copies of the personal documents (e.g. letters, worship bulletins, inspirational articles, etc)

1) Discuss the importance of well-written communication whether it is a worship bulletin or staff summary sheet.

2) Review and discuss The Tongue and Quill.

- a. Review a Staff Summary Sheet (SSS) from a recent project. Discuss the appropriate use, coordination, and content of the SSS.
- b. Review and discuss the variety of written communications (e.g. memos for record, official letters, etc) chaplains may be required to write.

3) Review and analyze examples of the chaplain's previously produced written products (e.g. worship bulletin, newsletter, base newspaper article, or report).

4) Review and analyze well-written and poorly written articles.

5) Discuss effective and appropriate use of email.

6) Have the chaplain write an article for the base newspaper. Review and discuss the article for content style. Submit it for publication.

PERSONAL:

What resources are you using to enhance your writing skills?

NEXT SESSION DATE and TIME: